



# NOTICE OF VACANCY

<b>JOB TITLE:</b>	<b>Accountant I</b>
<b>DEPARTMENT:</b>	<b>Engineering</b>
<b>SALARY:</b>	<b>\$33,871.36</b>
<b>CLOSING DATE:</b>	<b>Open until filled</b>

## **MAJOR DUTIES:**

Advises the department regarding status of projects in the Construction Work Program and the Status Report. Assists Engineering in the preparation of capital project budgets and assists with writing agendas. Analyze Project ledger for budget and purchase order encumbrance errors and suggests correcting budget changes and journal entries on a monthly basis. Interprets reports, advises on resources and assumptions underlying budget forecasts, prepares comparative analyses of operating programs and submits reports to the Capital Assets Manager with recommendations for budget revision. Assists the director of Engineering and Capital Assets Manager with financial analysis of capital projects to develop capital improvement budget, consolidates budget estimates of capital improvement projects, prepares budget of all costs, and recommends approval or disapproval of requests for funds. Coordinates quarterly budget/status meetings with the Capital Assets Manager, reviewing expected project expenditures to ensure progress within the prescribed budget.

## **MINIMUM QUALIFICATIONS:**

**Education:** BA/BS in a course of study related to occupational field.

**Experience:** 0-2 years in similar position. Considerable knowledge of procedures and requirements for budget preparation, review and analysis procedures, financial system operation, and local government accounting. Familiarity and relevant federal, state and local laws and county policies and procedures. Proficiency in principles of generally accepted accounting practices, planning, organizing, establishing priorities, and interpersonal relations. Mastery of concepts of organizational management, operation of personal computer, both in general and specific to specialized software (i.e., spreadsheets, word processor, etc.) report preparation and mathematical calculations. Good communication skills, both oral and written. Demonstrated ability to work independently.

Please submit all résumés/applications to the Human Resources Department on or before the closing date. Applications are available in the Human Resources Department. Applications and Resumes are accepted Monday through Friday from 8:30 a.m. to 5:00 p.m.

Augusta Human Resources Department  
530 Greene Street  
Room 601 – Municipal Building  
(706) 821-2303 (706) 821-2867 FAX  
Job Line: 821 -2305  
[WWW.AUGUSTAGA.GOV](http://WWW.AUGUSTAGA.GOV)

We are an Equal Opportunity Employer.

We do not discriminate on the basis of Race, Religion, Color, Gender, Age, National Origin or Disability.